



COUNTY OF LAKE
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
Courthouse - 255 N. Forbes Street
Lakeport, California 95453
Telephone 707/263-2221 FAX 707/263-2225

PREAPPLICATION DEVELOPMENT REVIEW COMMITTEE REQUIREMENTS

1. Applications must be submitted by 4:00PM on the first business day of the month to be considered for the meeting that month.
2. Meetings are held on the 3rd Wednesday of the month, at 2:00PM.
3. Applications need to include the following information:
 - a) Project name
 - b) Owner's name
 - c) Assessor's Parcel Number
 - d) Site address
 - e) Phone and fax numbers
 - f) Detailed project description
 - g) Site plan of proposal with as much detail as practical (see attached checklist)
4. Application materials need to be on legal size or letter size paper, in order to be faxed to various Committee members at the local and state level.
5. Prior to submitting materials for review by the Preapplication Development Review Committee, please speak with a planner about the project. Only large, complex projects, such as major subdivisions, planned developments and use permits for large commercial developments are scheduled for these meetings. This is due to our limited staff resources and the limited amount of time available during these meetings.
6. Please call the Planning Division on the Monday prior to the meeting date to confirm whether your application has been scheduled, and what time it will be heard.
7. Planning staff will provide you with written comments concerning matters related to land use, zoning, permit process and fees. However, you should be prepared to take detailed notes during the meeting, as staff does not take meeting minutes.

Note: This pre-application Development Review meeting is held pursuant to Zoning Ordinance section 21-56.12(b), and is open to the public.



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SITE PLAN CHECKLIST

In accordance with the Zoning Ordinance (L.C.C. Section 21-55.2), all projects requiring Planning Division processing must include a site plan drawn to scale. Plans shall include the following unless waived by the Planning Division:

- ___ 1. A north arrow and scale of drawing.
- ___ 2. The site address.
- ___ 3. Lot dimensions and boundaries, including the total area of the property in square feet or acres.
- ___ 4. Location, function, height and size of all existing and proposed structures on the property. Gross and net floor area for all commercial and multi-unit development.
- ___ 5. Location of driveways and required parking areas. Type of covered parking to be provided.
- ___ 6. Distance from proposed and existing structures and parking to property lines, and to centerline of street or alley. Distance between principal and accessory buildings and structures. Include any established building setback lines.
- ___ 7. Adjacent right(s)-of-way including street names, route numbers, width of right-of-way, existing center line and existing center line and existing surfacing.
- ___ 8. Location and nature of all existing and proposed public and private easements.
- ___ 9. Location of wells or statement that the property is to be served by public water. Location of water courses. Location of drainage facilities including stormwater runoff from all structures. Location of flood zones.
- ___ 10. Location of septic tanks and leach fields including expansion area or statement that the property is to be served by public sewer.
- ___ 11. One (1) copy of a reduced site plan no larger than 11"x17".
- ___ 12. Contour lines of sufficient intervals to indicate the topography of the entire parcel. For sites with slopes of less than 5%, a statement may be provided that the project site is relatively level. Calculation of the average cross slope.
- ___ 13. Other pertinent data as may be required by the Planning Division.